PARTICIPATING DEALERSHIP DATABASE USER'S MANUAL

Table of Contents:

DATABASE LOGIN 2
CHANGING PASSWORD 2
MAIN MENU SCREEN 3
SEARCH FOR VOUCHERS 4
VOUCHERS PENDING PAYMENT 6
VOUCHERS REQUIRING DEALER FOLLOW-UP 7
VOUCHERS AUTHORIZED FOR PAYMENT 8
VOUCHERS DENIED FOR PAYMENT 8
HISTORICAL VOUCHERS PAID 9

DATABASE LOGIN

The web address is: **https://aircheckтexas.nctcog.org**

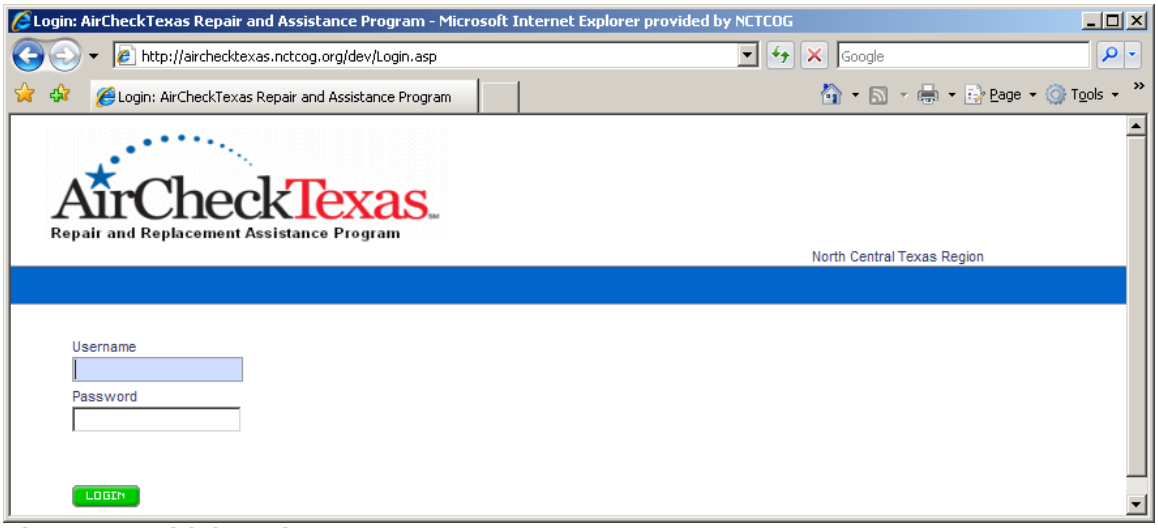

Figure 1 - Initial Login Screen

Enter your username and password. You will be provided with your user name and initial password from the regional administrator.

CHANGING PASSWORD

On your initial login, you will be prompted to change your password. Your password needs to be a minimum of 7 characters in length and contain both numbers and letters.

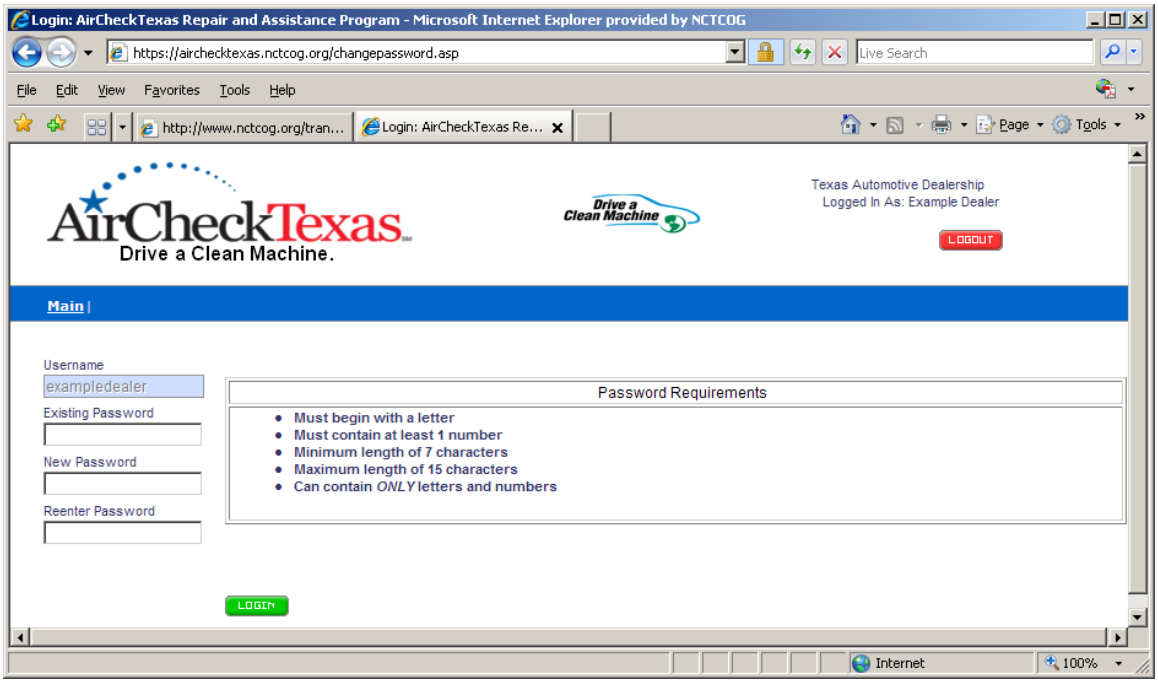

Figure 2 - Password Change Screen

NOTE: You may again be prompted to change your password after a certain time frame. You will also have the option to change it from the main menu.

MAIN MENU SCREEN

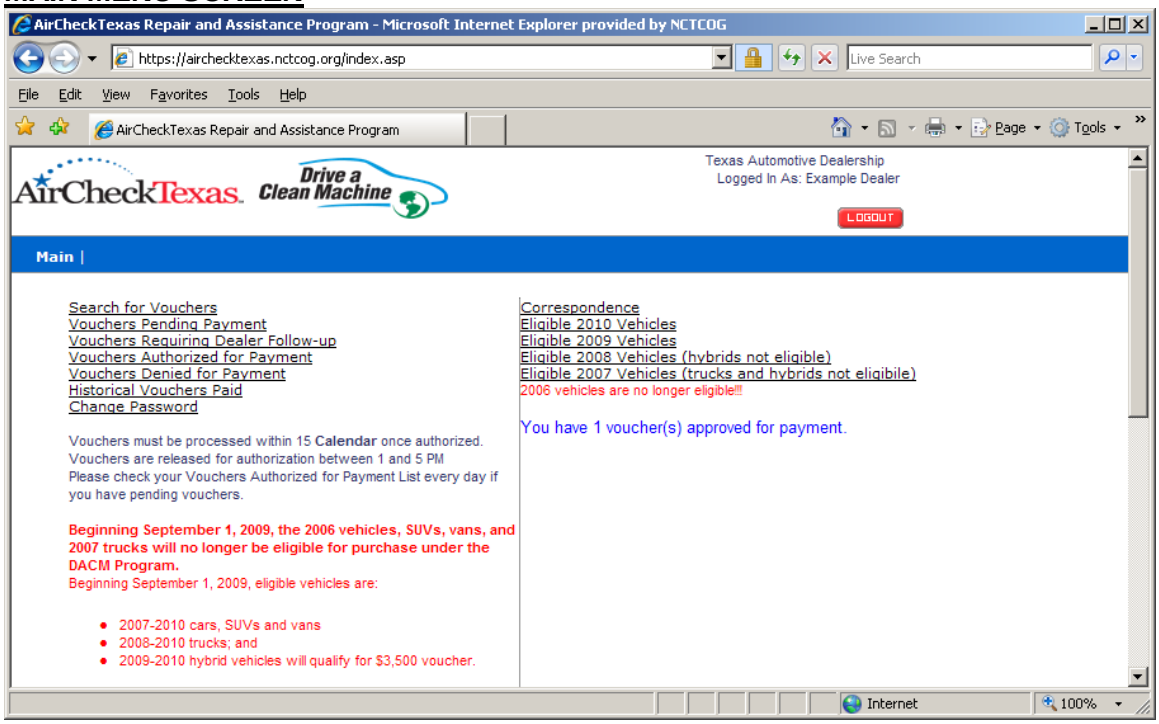
AirCheckTexas Repair and Assistance Program - Microsoft Internet Explorer provided by NCTCOG
https://aircheckTexas.nctcog.org/index.asp
Live Search
File Edit View Favorites Tools Help
AirCheckTexas Repair and Assistance Program
Page Tools
AirCheckTexas
Drive a Clean Machine
Texas Automotive Dealership
Logged In As: Example Dealer
LOGOUT
Main |
Search for Vouchers
Vouchers Pending Payment
Vouchers Requiring Dealer Follow-up
Vouchers Authorized for Payment
Vouchers Denied for Payment
Historical Vouchers Paid
Change Password
Vouchers must be processed within 15 Calendar once authorized.
Vouchers are released for authorization between 1 and 5 PM
Please check your Vouchers Authorized for Payment List every day if you have pending vouchers.
Beginning September 1, 2009, the 2006 vehicles, SUVs, vans, and 2007 trucks will no longer be eligible for purchase under the DACM Program.
Beginning September 1, 2009, eligible vehicles are:
2007-2010 cars, SUVs and vans
2008-2010 trucks; and
2009-2010 hybrid vehicles will qualify for $3,500 voucher.
Correspondence
Eligible 2010 Vehicles
Eligible 2009 Vehicles
Eligible 2008 Vehicles (hybrids not eligible)
Eligible 2007 Vehicles (trucks and hybrids not eligibile)
2006 vehicles are no longer eligible!!!
You have 1 voucher(s) approved for payment.
Internet
100%

Figure 3 - Main Menu Screen

From the menu you have seven options:

1. Search for Vouchers – Allows entry of customer's voucher number located at the upper right corner of the voucher.
2. Vouchers Pending Payment – Lists all vouchers for your dealership that are not yet authorized for payment.
3. Vouchers Requiring Dealer Follow-up – Lists all vouchers with issues that are delaying payment.
4. Vouchers Authorized for Payment – Lists all vouchers for your dealership that have been authorized for payment by NCTCOG.
5. Vouchers Denied for Payment – Vouchers that have been denied for payment.
6. Historical Vouchers Paid – Lists all vouchers for your dealership for which you have received payment.
7. Change Password – Allows you to change your password.

The main menu now also contains information messages of importance when processing vouchers. These messages are subject to change.

The right-hand side now contains various useful links and messages:

- A link to current correspondence from the AirCheck Program Administrator
- Links to the list of current Tier 2 Bin 5 vehicles from the TCEQ website
- A message in blue alerting you when vouchers have been approved for payment.

SEARCH FOR VOUCHERS

To search for a voucher, enter the voucher number into the text box EXACTLY as it appears on the voucher (include the dashes) and click on “Search” button. Ensure the voucher number you are entering states “North Central Texas Region” at the upper right corner of the voucher.

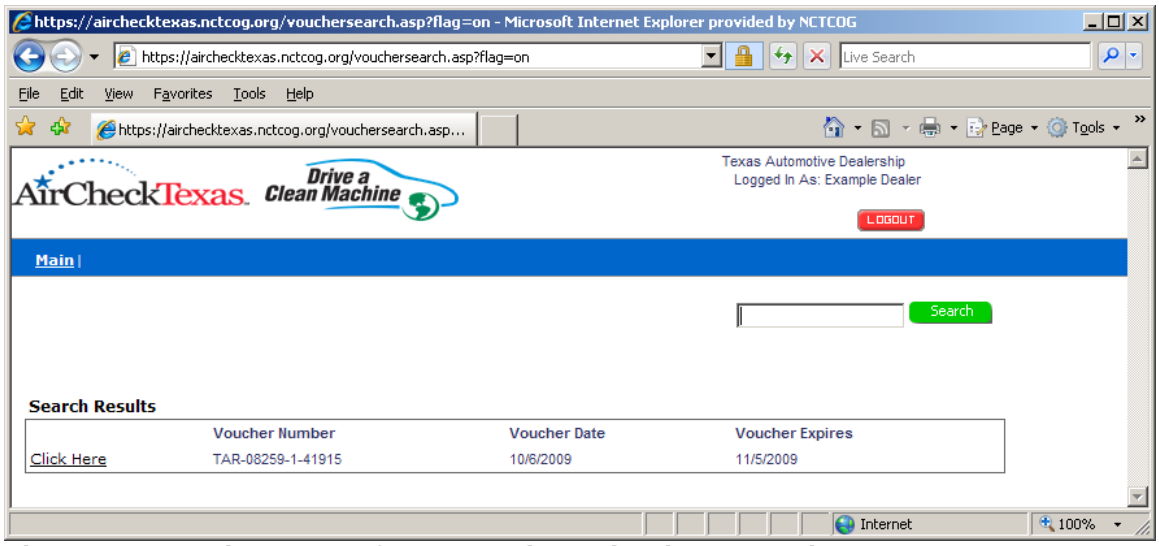

Figure 4 - Search Screen after entered voucher is returned

NOTE: You may receive a message that the voucher is not found or that the voucher is already claimed by another dealer if entered correctly. If you receive one of these messages, you may contact us at 817-608-2350.

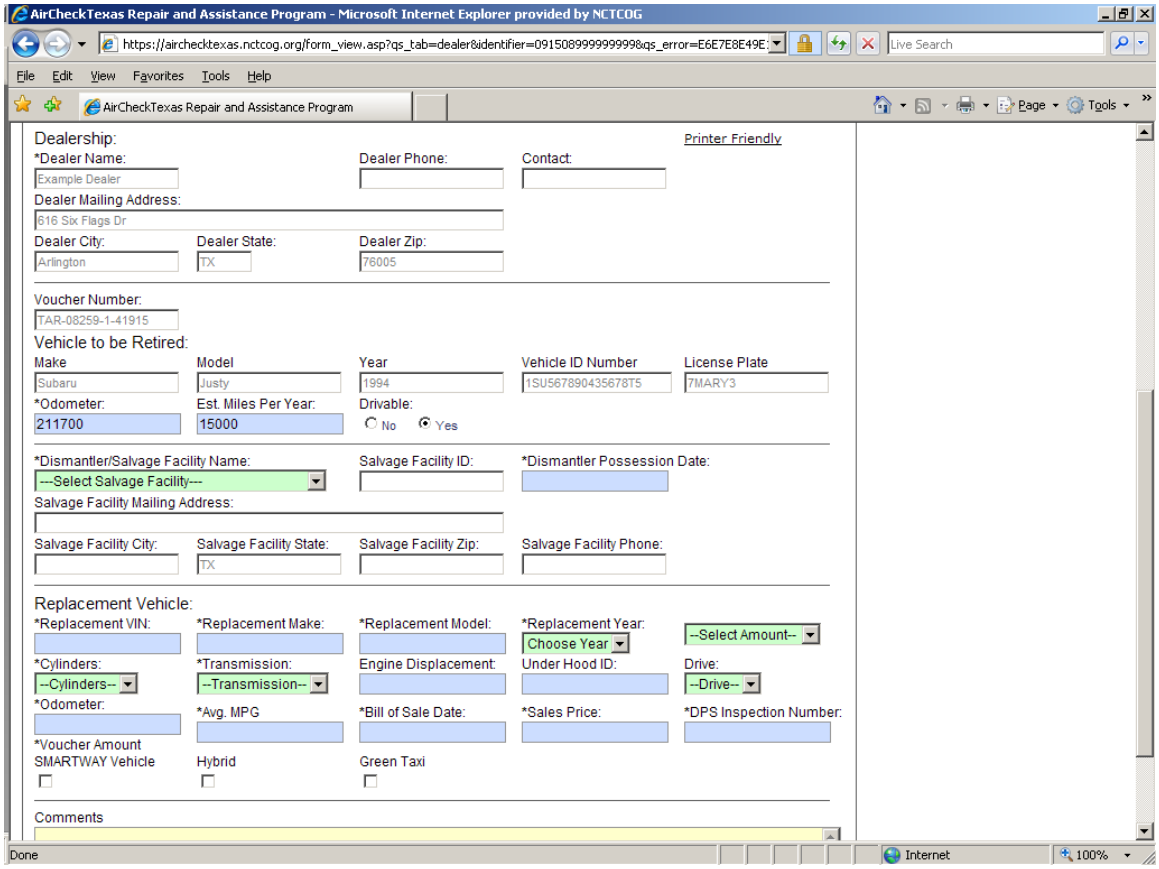

Figure 5 - Voucher Information Screen

Figure 5 shows the voucher information screen that is displayed as a result of clicking the link on the search page. You will be required to fill the information into any of the blue or green colored boxes.

NOTE: All fields that require an entry are indicated by an asterisk.

The program participant's first and last name and the retired vehicle's VIN will appear at the top section.

NOTE: Your dealership name is already populated in the dealership section. You are not required to enter any other dealer information. It will update automatically when you click the green update button (not visible here; it will appear in the upper right-hand corner.) However, after clicking the update button, please ensure the information is correct.

At this time, please ensure that the vehicle to be retired information matches the retired vehicle information as it appears on the voucher. Please update the odometer and estimated miles per year by conferring with the customer. You will be unable to change any other information about the existing vehicle. If the information does not match, please contact us at 817-608-2350. Failure to ensure the vehicle matches the information on the voucher may result in a denial of payment.

In the dismantler/salvage section, please select a salvage facility from the drop down list. Please enter the dismantler possession date. All other fields will update themselves after clicking the update button.

In the replacement vehicle section, please enter all information on the replacement vehicle. Please ensure the drop down fields for voucher amount and model year are set to the correct values. If the vehicle is a hybrid or SMARTWAY certified, please check the appropriate boxes.

For a vehicle that is less than two years old, please enter the initial inspection sticker number on the vehicle or N/A.

The mandatory fields for Underhood ID and Engine Displacement can be located in the list of Tier 2 Bin 5 eligible vehicles.

For the average MPG, please use the combined city-highway mpg.

Failure to complete all required fields will delay the release of the authorized payment.

VOUCHERS PENDING PAYMENT

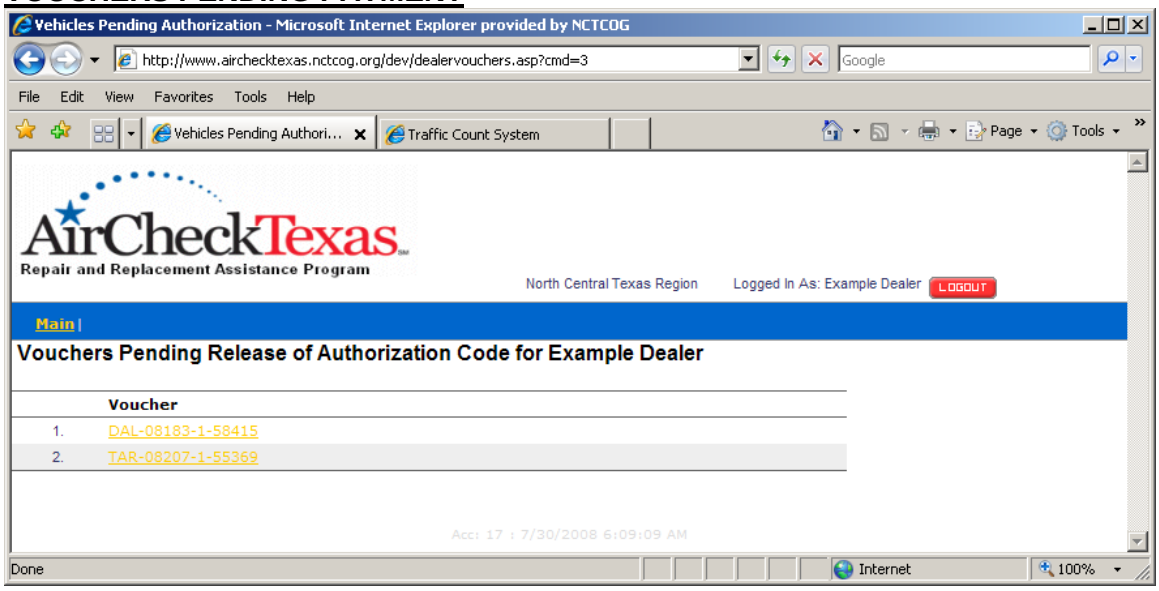

Figure 6 – Vouchers Pending Payment Screen

This screen lists all vouchers awaiting the release of the credit card account number, expiration date, and customer validation number.
NOTE: Any vouchers listed here means that you should have already mailed all completed voucher paperwork to the regional administrator.

VOUCHERS REQUIRING DEALER FOLLOW-UP

This screen is similar to the other screens except that at top will be a list of reasons for why the voucher may be denied for payment. There can be up to five reasons present.

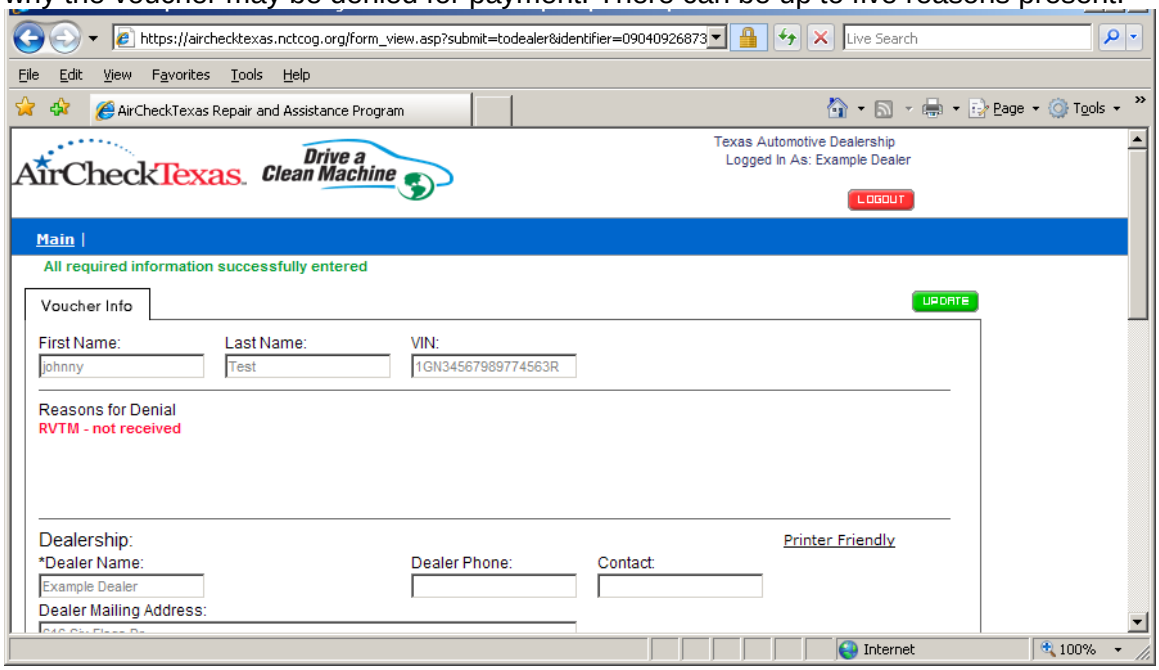

Figure 7 - Vouchers Requiring Follow-Up Screen

VOUCHERS AUTHORIZED FOR PAYMENT

This screen is very similar to the previous screen. Click on a voucher number to go to the Voucher Information screen. A customer validation number, credit card number and expiration date will now appear next to the voucher number. These fields will be needed to complete the transaction into your credit card terminal. A blank CC Transaction Date box will now appear next to the card expiration date. Please enter the CC Trans Date and click the green update button. This will remove the voucher from the vouchers authorized for payment list. **You will have fifteen (15) calendar days from the day the voucher first appears in the Authorized for Payment list. After fifteen (15) calendar days, the card number will expire and a new one will have to be issued. This will further delay receipt of your payment.** There will be a visual counter to let you know how many days you have left or a message informing you that the card number has expired.

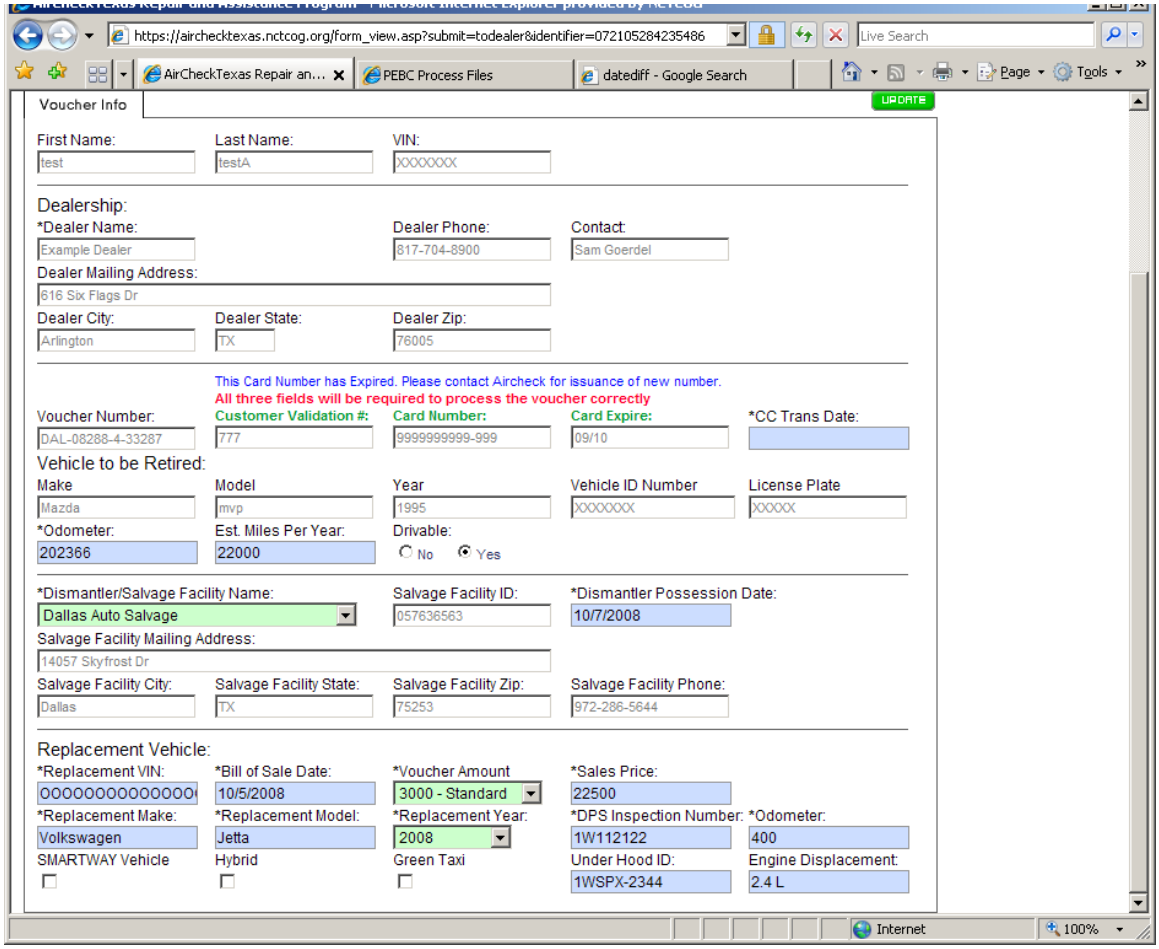

Figure 8 - Voucher Detail with payment information present

VOUCHERS DENIED FOR PAYMENT

This screen will list vouchers that have been permanently denied for payment or that have exceeded 72-hours in the Vouchers Requiring Dealer Follow-up queue.

HISTORICAL VOUCHERS PAID

This option provides a list of all vouchers for which your dealership has been paid. It is not possible to alter the records in this list, it is merely provided to aid in your recordkeeping.